

TRABUCO CANYON WATER DISTRICT BOTTLED WATER PROGRAM

OBJECTIVES

The Trabuco Canyon Water District (TCWD) established the bottled water program to promote the safety and quality of TCWD's well water. This is part of the District's ongoing effort to provide public education to its customers.

PURPOSE

The purpose of this program is to define the guidelines and procedures for consideration of a bottled water request.

POLICY

1. Any bottled water request considered by the District must be made by a non-profit, non-religious organization and for events within the communities served by TCWD only. These areas include:
 - Rancho Santa Margarita (Plano Trabuco communities served by TCWD)
 - Trabuco Canyon
 - Lake Forest (Portola Hills area served by TCWD)
2. Quantities are limited and requests are filled on a first-come, first-served basis. A formal request must be made by submitting a completed application to TCWD. The Bottled Water Request Application Form is available on the District's web site at www.tcwd.ca.gov. A copy may also be requested by calling (949) 589-6270 or picked up at the District's office located at 32003 Dove Canyon Drive, Trabuco Canyon, between the hours of 7:00 a.m. and 4:00 p.m., Monday through Friday. Completed forms should be faxed to (949) 858-3025 or mailed to TCWD, 32003 Dove Canyon Drive, Trabuco Canyon, CA 92679. Requests should be made a minimum of one week prior to the event.
3. Water is donated at no cost to non-profit, non-religious organizations and **this water cannot be sold** or used for any events other than the one specified. If it is determined that the donated water has either been sold or used for other events, this will result in the organization being disqualified from submitting future requests.
4. Water is supplied in half-liter (16.9 ounce) bottles, and packed in cases of 24. Requests must be made in full case quantities only.
5. Requests for more water than is needed may constitute denial of the request and may result in disqualification from any future requests. TCWD reserves the right to provide less than the full amount of water requested.

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6. Unopened water (unopened cases only) should be returned to TCWD by making arrangements through the District office.
7. All water is supplied at air temperature, and it is the responsibility of the requesting organization to provide ice, ice chests, or other containers to store, chill and serve the water.
8. Transportation of the bottled water is the responsibility of the requesting organization. Each case weights approximately 30 pounds.
9. Upon approval of the request, TCWD will contact the organization, provide a copy of the approved request form, and provide a specific date and time for the organization to collect the water.
10. TCWD is not responsible for missed scheduled pickups.
11. The water must be stored indoors prior to use.
12. In the interest of the environment, organizations requesting bottled water are required to provide appropriate waste storage containers at their events and are strongly encouraged to recycle the plastic bottles.

**TRABUCO CANYON WATER DISTRICT
BOTTLED WATER REQUEST APPLICATION FORM**

Mail form to:
Trabuco Canyon Water District
32003 Dove Canyon Drive
Trabuco Canyon, A 92679
Or Fax to:
(949) 858-3025

As a community service, Trabuco Canyon Water District (TCWD) provides its high-quality bottled well water without cost to non-profit, non-religious organizations for events within the areas served by TCWD only. Quantities are limited and requests are filled on a first-come, first-served basis. By signing this form, you agree not to sell this water and that it will only be used for the event specified. Water is supplied in half-liter (16.9 ounce) bottles, packed in cases of 24. Please request full cases only and do not request more water than you can use. All water is supplied at air temperature, and it is the responsibility of the requesting organization to provide ice, ice chests, or other containers from which to store, chill, and serve the water. Organizations must pick up their requested water from TCWD's administrative facility. The water weights approximately 30 pounds per case. It is the responsibility of the requesting party to arrange appropriate transportation to safely transport the water. You will be contacted with specific pickup instructions if your request is approved. Water must be stored indoors prior to use. In the interest of the environment, please encourage participants to recycle the bottles and provide appropriate waste storage containers at your event. Remaining water (unopened cases only) should be returned to TCWD.

Date of request: _____

Contact Name: _____

Organization: _____

Does this organization have 501(c)(3) status? Yes No Tax I.D. number: _____

Address: _____

City: _____ Zip _____

Phone number _____ Fax _____ e-mail _____

Event Information:

Name of Event: _____

Location of Event (be specific) _____

Briefly describe event: _____

Date of Event: _____ Expected Attendance _____ # Cases Requested _____

Your Signature: _____

I have received the TCWD Bottled Water Program _____ (initial)